

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Office of Information Technology Services - DCF		9. Position No. K0163647	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Applications Developer III	
3. Division ITS - DCF			12. Proposed Class Title	
4. Section Application Development	For Use By Personnel Office	13. Allocation		
5. Unit Application Development – EES, ITS		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Chris Paasch	Applications Development Supervisor	K00204819

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Chris Paasch	Applications Development Supervisor	K00204819

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Employee has considerable latitude in developing goals and in setting progress and project deadlines to meet business goals and outcomes.
- b) Assignments are given in the form of overall objectives for business outcomes.
- c) Assignments are made via ClearQuest. If additional information is needed, the business analyst will coordinate a meeting to further gather requirements.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1 20% E	<p>Learn, document, and maintain batch and distributed/web application schedules/processes. Coordinate with outside agencies and third parties to maintain and support data transmissions. Work collaboratively and assist the team lead in working with Data Center/Computer Operations, outside agencies, third parties and business area staff to resolve batch/distributed/web application problems/issues. Provide batch and distributed/web application support during normal work hours for testing work efforts. Provide on-call support both during and outside of normal work hours for batch and distributed/web application schedules and processes. Keep batch and distributed/web application documentation up-to-date and accurate to enable ITS staff to effectively maintain/support/enhance batch and distributed/web application cycles/schedules/processes. Mentor other team members to help them gain the knowledge necessary to effectively and independently support the distributed/web application processes/schedules. Look for opportunities to clean-up obsolete components. Developer will be evaluated on installation success, coordination and collaboration with work effort team members (including 3rd party/outside agency contacts, Data Center staff, testing staff, development staff, etc.), availability and response time when on-call and accuracy, currency and existence of appropriate documentation, and compliance with policies/procedures/instructions/directions relative to performing support duties.</p>
2 25% E	<p>Participate in project planning for information system applications in area of responsibility. Analyze, design, develop and support information system applications using Oracle Policy Modeling [OPA], BI Publisher, and Siebel Tools. Deliver work that is on time and that meets the business area deliverables agreed upon during the requirements gathering phase of the work effort. Deliver excellent customer service by designing, developing and testing code that provides functionality to meet or exceed business area needs. Work collaboratively with the business area, the business analyst, and other development and testing team members to lead and/or execute assigned work requests and problem reports. A service request is created by the business area in ClearQuest and is assigned to the developer by a lead/supervisor. The developer prepares a high level estimate of the work effort involved. Requirements are gathered by the business analyst. The developer then analyzes and designs software to meet requirements. Developer may lead/execute construction efforts. Once construction is complete, the developer then proceeds to the testing phase of the development life cycle. Developer will be evaluated on meeting requirements, meeting work effort target dates/deadlines, managing work efforts (both the developers and other development resources when leading work efforts), installation success and coordination and collaboration with work effort team members.</p>
3 15% E	<p>Test information system applications: Work collaboratively with the testing unit to deliver excellent customer service by testing code to ensure it provides functionality to meet or exceed business area needs. Developer performs unit test on coding changes. Results are verified by the testing group. The business partner is then notified to review the test results. Once the business area is satisfied that requirements have been met, they sign-off to proceed with migration to production. Developer will be evaluated on meeting requirements, meeting work effort target dates/deadlines, managing work efforts (of other development resources when leading work efforts), installation success and coordination and collaboration with work effort team members</p>
4 20% E	<p>Research and resolve technical issues/questions related to area of responsibility as assigned and apply production data fixes. Prepare queries and do research to answer business questions. Issues and questions may arise from system problems (abends, inappropriate functionality) and/or business area requests. The procedure to resolve will vary based on the issue/question raised. In the case of production data fixes, a help desk call is initiated (usually from the field). A problem report is then generated in ClearQuest, and an email</p>

			notification is sent to the programmer. At that point, the programmer researches the problem and takes appropriate action to rectify the problem. This generally involves writing SQL or a small program to directly update the production database. The help desk technician is then notified that the correction has been made, the field is notified, and the problem report is closed. Developer will be evaluated on whether or not the issue/question is successfully resolved/answered, the effort/accountability of the developer in researching/analyzing the problem, resolution time.
5	15%	M	Mentor co-workers in business and development processes such as batch cycle and support, Software Development Life Cycle, work plans, BA process, etc. Mentoring is an on-going task and will be reviewed by supervisor on a minimum of a quarterly basis, getting feedback from Mentor, mentoree(s), business partners and ITS tester(s) and BA(s). Performance will be evaluated on effort/accountability of mentor, execution of a mentoring plan (proposing and following up on ideas for how to better mentor others) & new staff progress in learning new systems and ability to complete increasingly more complex work efforts/tasks.
6	5%	M	Complete timesheets, provide work status reports and attend team status meetings. Ensure system documentation is prepared and updated as assigned projects, problem reports, work requests and service requests are implemented to allow for effective maintenance/support/enhancement of assigned systems. Documentation and status reports should be created/updated as part of each project, service request, problem report, work effort. Documentation may be reviewed by a supervisor, lead or business area associate. Time sheets, status reports and attendance at team status meetings will be reviewed and/or approved by a supervisor. Documentation will be reviewed for accuracy, completeness and whether it is sufficient to provide information to effectively support/maintain/enhance the associated software. Time sheets will be reviewed for accuracy and completeness. Status reports will be reviewed for accuracy and whether sufficient information is provided so the supervisor is aware of obstacles/risks, issues, progress, milestones and target dates.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

N/A

23. Which statement best describes the results of error in action or decision of this employee?

- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Systems may not be able to function to meet business needs and mandates, resulting in fines and other penalties.. May not be able to transmit data to appropriate parties, thus disrupting their processes and resulting in fines and other penalties being imposed for the business program area. Lack of system enhancements to meet future business/client needs. System functionality will not evolve/improve and may degrade. Lack of permanent fixes (such as additional editing) will allow poor data and poor data processing quality, which will necessitate the need for a developer and/or business area associate(s) to spend a large portion of time doing data fixes, resulting in a more manual, less automated data collection/processing process. The business area and their contracted partners may not be able to perform their data entry functions and data integrity is at stake. Business may be unable to get timely information to provide answers for legislators and services for clients. Lack of repairs for common system issues/failures could render systems useless and impact patient quality of care. Failure to enhance/repair the system could result in financial penalties or loss of funding for not meeting state and/or federal mandates.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

<u>Who?</u>	<u>How Often?</u>	<u>Purpose?</u>
Fellow Developers	Daily	Support & Collaboration to meet essential and non-essential job functions
Supervisor	Monthly, or as needed	Collaboration, Status Updates, direction/goal setting, feedback
DBA/Tools Group	As needed	Collaboration to meet essential job functions
Business Analyst/PM	As needed	Collaboration and clarification to meet essential and non-essential job functions
Help Desk Analyst	Daily, or as needed	Help desk ticket/data fix assignments, clarification, close-outs
Testers	As needed	Transition to acceptance test phase. Collaboration & clarification to meet essential job functions.
Server/Network Team	As needed	Support & Collaboration to meet essential and non-essential job functions
Business Users	As needed	Collaboration & to get clarification on business requirements to meet essential & non-essential job functions
Data Center/Computer Operations Staff	As needed	Create, update and maintain batch schedules. Notification of batch job abends. Collaborate to resolve batch problems/issues.
Outside agency/third-party contacts	As needed	Collaborate to initiate, maintain and support data transmissions as well as resolve data transmission issues/problems.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal environmental conditions of typical modern offices. Work is predominately sedentary and requires minimal physical exertion. Normally seated, work allows for walking or standing at will. Limited travel for the purpose of training and the support of business users.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone – Daily
 Personal Computer/Laptop – Daily
 Copier – Occasionally
 FAX machine – Occasionally
 Local Area Network (LAN) – Daily
 Mainframe/Application Servers and System Software – Daily
 Internet – Frequently
 Printer – Daily
 Calculator – Frequently

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Successful completion of 24 hours in computer science coursework or certification and three years' experience coding, testing, and debugging application programs or two years' experience coding, testing, debugging, and documenting application programs.

Education may be substituted for experience as determined relevant by the agency.

Education or Training - Special or professional

See Education – General

License, certificates and registrations

See Education - General

Special knowledge, skills and abilities

See Education – General

Experience - Length in years and kind

See Education General

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Preferred education or experience that may be used to screen applicants.

- Minimum one to two years' work experience at an intermediate level in programming, system/program analysis and systems/database design.
 - Course work or experience in Oracle Commercial Off-The-Shelf (COTS) products (Siebel, Oracle Policy Modeling [OPA], BI Publisher, E-Business Suite, Siebel Integrator), DB2, Oracle, Microsoft SQL Server (or similar relational database), web services, JAVA Script, JAVA (with JSPs STRUTS & Hibernate), Microsoft Visual Studio (ASP.net), Microsoft Excel, Microsoft Word, and work experience in an Information Technology data processing environment.
 - Experience creating and supporting Oracle Policy Modeling [OPA] rule bases.
 - Experience creating and supporting BI Publisher reports.
 - Experience creating and supporting web applications.
 - Experience with DB2/Oracle or a relational database.
 - Experience configuring COTS solutions.
 - Experience preparing technical specifications.
 - Experience supporting batch processes/schedules.
 - Experience at leading others in small to medium (1-6 months of effort) applications programming, systems analysis and design work efforts.
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Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date